

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

**A. JOB INFORMATION SUMMARY**

JOB TITLE	Assistant Manager:
CORE	Health & Administrative Personnel
JOB LEVEL	Level 9
DATE	
LOCATION	Bisho
COMPONENT	
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

**B. HIERARCHICAL POSITION OF POST**

<p>Manager  <b>Assistant Manager</b></p>
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**C. JOB PURPOSE (Linked to Strategic Plan)**

**D. MAIN OBJECTIVES (Key performance area (KPA's))**

	MAIN OBJECTIVES	%
1	Implement policies relating to PERSAL	25
2	<p><b>Establish a well – trained PERSAL User Group in the department</b></p> <ul style="list-style-type: none"> <li>• Analyse the training situation and identify training needs in conjunction with Office Managers</li> <li>• Draw a schedule of PERSAL training courses</li> </ul>	25
3	<p><b>Render PERSAL support functions to users of the system</b></p> <ul style="list-style-type: none"> <li>• Assist users in organisational structures ,personnel administration, salary related aspects, sub-system problems, management information and guide users on HR directives</li> </ul>	25
4	<p><b>Maintain the organisational and establishment structures on the PERSAL</b></p> <ul style="list-style-type: none"> <li>• Keep up the departmental code files, organisational structures and establishment structures on the PERSAL</li> <li>• Ensure that components are correctly linked to one another</li> <li>• Implement measures to ensure correct interfacing of HR expenditure to the BAS system</li> </ul>	25

	<ul style="list-style-type: none"> <li>• Ensure that central code files are kept up to date to meet the requirements of the department of Health in the Eastern Cape</li> <li>• Maintain an effective and efficient pay point management system and management thereof</li> </ul>	
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**E. DIMENSIONS OF THE POST**

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

**F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)**

Performance standard (measurable outputs / end results) <b>MAIN OBJECTIVES</b>	Indicator (Indicating how well / if standards were achieved)
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	•

**G. OUTPUTS PROFILE**

Key customers	Requirements	Outputs
Assistant Manager	Report on progress / planning input	<ul style="list-style-type: none"> <li>• Monthly reports</li> <li>• Implementation of relevant policies</li> <li>• Render Related services</li> <li>• Service reports</li> <li>• Routine reports and notes</li> <li>• Protocols</li> </ul>
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize health Policies services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> <li>• Routine memos and notes</li> <li>• Technical guidelines</li> <li>• Statistics</li> </ul>
Multi disciplinary staff members	Using multidisciplinary team to render support to the PERSAL management, Co-operation, support, referral	<ul style="list-style-type: none"> <li>• Referral reports / file notes</li> <li>• Regular meetings minutes</li> </ul>

## H      COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Departmental core business and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Policy Formulation Skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Public Health and PERSAL Policies	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking,	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	National Diploma in a related Qualification (3yrs)  Three to Five years experience required  Training in ethics  Ability to collect and collate data  Demonstrative ability to apply health for planning, ability to work under pressure;  Continuous professional and ethical behavior

### I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

\*\*\*\* IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

### J. CAREER PATHING

#### J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Deputy Director
2. Nature of work in next higher post: -As required in the higher post

### K. AMENDMENTS TO THE JOB DESCRIPTION

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

**L. PERFORMANCE INSTRUMENTS**

- The performance instrument of the postholder, should be read as an extension of this job description.

**M. JOB DESCRIPTION AGREEMENT**

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR: Deputy Director	JOB INCUMBENT: Vacant
RANK: Assistant Director	RANK:
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description:- only if there are changes in the job content.	
Date of revision:	